

**DEPUTY CHIEF OF POLICE**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police is responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. Employees of this class perform assigned duties with a high degree of independence, reporting directly to the Police Chief and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a division or group of divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement and accident investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers in charge of these divisions. Conducts inspections of various services of the department, evaluating the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies

or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget including reviewing divisional budgets submitted. Prepares expenditure estimates. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Recommends the purchase of needed equipment. Manages the general care, maintenance, and use of all department equipment, vehicles, and property.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Supervises subordinate department employees by assigning work schedules and approving leave. Holds meetings for the purpose of receiving reports and disseminating information. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Monitors the departmental promotional evaluation system in accordance with prevailing provisions of civil service law. Maintains discipline by conducting corrective interviews, makes recommendations for disciplinary action, and carries out disciplinary action as directed by the appointing authority.

Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts when required.

Assists the Police Chief in determining information that should be included and maintained in the records of assigned services and determines how this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as department representative to meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information

and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Lake Charles Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Lake Charles Police Department.